

AUDITOR

(Office of the Comptroller)

The eligible list resulting from this examination may be used to fill similar positions.

THE PURPOSE:

- Conduct internal audits of City departments and operations, as well as special management reviews. These audits evaluate internal control, economy, efficiency, effectiveness, compliance with applicable laws, regulations, management policies, and standard accounting practices. Audits are a significant part of the City's internal financial and management control.

ESSENTIAL FUNCTIONS:

- ♦ Plans and administers audits, including preliminary research, preparation of audit scopes, work plans, progress reports and correspondence.
- ♦ Performs audit procedures, including document and transaction examinations, inquiries and analysis.
- ♦ Prepares orderly, logical work papers that document and support the audit work and its findings and recommendations.
- ♦ Prepares clear, detailed reports.
- ♦ Participates in audit teams and meetings.
- ♦ Meets continuing professional education requirements.
- ♦ Performs other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree with a major in accounting or a related field from an accredited college or university.

NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Box AUD, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

2. Two years of progressively responsible professional auditing experience gained in an internal auditor or external auditor position.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

DESIRED QUALIFICATIONS:

- ♦ Certification as a CIA (Certified Internal Auditor) or CPA (Certified Public Accountant)

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- ♦ Knowledge of current professional standards in accounting and auditing.
- ♦ Ability to develop audit findings and make recommendations for corrective action.
- ♦ Strong math, analytical, and problem-solving skills, as well as ability to make sound decisions.
- ♦ Attention to detail.

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- ◆ Ability to communicate exceptionally well, both orally and in writing.
- ◆ Honesty and integrity.
- ◆ Ability to work effectively with all levels of employees, contractors and consultants, and elected officials.
- ◆ Ability to work independently with minimal supervision.
- ◆ Proficiency with computers, including knowledge of spreadsheet and word software.
- ◆ Ability to prioritize, organize, and accomplish work.

THE CURRENT SALARY RANGE (PG 2GX) is \$ 50,206 to \$70,295 annually, with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **April 1, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

APPLICATIONS and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.

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